

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Secretary – Business Office
- REPORTS TO:** Assistant Business Administrator
- JOB GOAL:** To assist with the operations of the Business Office
- QUALIFICATIONS:** High School Graduate
Thorough familiarity with key computer programs including Word, Excel, Access, and Systems 3000.
Excellent clerical and organizational skills
Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, and learn new skills and work effectively under pressure
Required Criminal History Check and proof of U.S. citizenship or resident alien status of the persons

PERFORMANCE RESPONSIBILITIES

1. Process district wide cultural arts requests.
2. Review and coordinate use of district field applications and permits.
3. Process outside and weekly billings for use of facilities.
4. Process Use of Facility applications.
5. Maintain Board Office petty cash disbursements.
6. Input purchase orders and enter budget line items.
7. Assists the Assistant Business Administrator and other duties as directed by the Business Administrator.
8. Coding Cash receipts and set-up of purchase cards for the facility and Home Economics Program.
9. Review and approval of district lunch applications and coordinate approvals with School Nurses and food service vendor.
10. Processing of Food Service vendor deposits and parent deposits.
11. Process all refund cash receipts for the district.
12. Data entry.
13. Performs other duties as assigned for the efficient operation of the Business Office.

Date Adopted: 7/20/17

JD/Central Office